

Citizen Charter Review Committee

December 17, 2009

11:30 a.m.-2 p.m.

Leon County Courthouse

Commission Chambers, 5th floor

- I. Call to Order
- II. Invocation and Pledge
- III. Roll Call
- IV. Approval of Minutes of Previous Meeting
 - 1. December 10, 2009 Meeting Minutes
- V. Reports of Chairperson
 - 1. Next Meeting To Be Conducted in the Evening
- VI. Presentations by Invited Guests/Consultant
 - 1. Presentation by Constitutional Officers
 - a. Property Appraiser Bert Hartsfield
 - b. Sheriff Larry Campbell
 - c. Supervisor of Elections Ion Sancho
- VII. Remarks of Interested Citizens
- VIII. Unfinished Business
- IX. New Business
 - 1. Charter Issues
 - a. Petition Threshold
 - b. Non-Partisan Elections
 - c. Board of County Commission Chairman Position
 - d. County Commission Districting Scheme
 - 2. Staff/Consultant Discussion (Pertinent Updates)
 - 3. Member Discussion (Direction to Staff/Consultant)
- X. Adjournment with Day Fixed for Next Meeting

*The next meeting of the Citizen Charter Review Committee is scheduled for Thursday,
January 7, 2010*

I.

CALL TO ORDER

II.

INVOCATION AND PLEDGE

III.

ROLL CALL

IV.

APPROVAL OF MINUTES OF PREVIOUS MEEINTG

**CITIZEN CHARTER REVIEW COMMITTEE
DECEMBER 10, 2009
Leon County Courthouse**

Attending: Chris Holley (Chair), Marilyn Wills, David Jacobsen, Linda Nichol森 Donna Harper, Jon Ausman, Ralph Mason, Cathy Jones, Rick Bateman, Sue Dick, Lester Abberger, Lance deHaven-Smith, Larry Simpson. Absent were Chuck Hobbs and Tom Napier. Also attending were Parwez Alam, Herb Thiele, Vince Long, Patrick Kinni, Kurt Spitzer, Shington Lamy and Rebecca Vause

I. Call to Order

Chairman Holley called the meeting to order at 11:40 a.m.

II. Invocation and Pledge

The invocation was provided by Rick Bateman. Chairman Holley then led the Pledge of Allegiance

III. Roll Call

The roll was conducted by Shington Lamy; who confirmed a quorum was present.

IV. Approval of Minutes of Previous Meeting

Lester Abberger moved, duly seconded by Sue Dick, to approve the November 19, 2009 minutes. The motion carried unanimously.

V. Reports of Chairperson

Chairman Holley shared that his outreach efforts have included:

- A meeting was held with Maryann Lindley, Tallahassee Democrat, to inform her of the January 7, 2010 evening meeting and to encourage citizen participation and input.
- He will meet with City Manager Anita Favors next week to share some of the issues on the Committee's agenda and to invite her to attend a future meeting.
- Noted there had been an interest to include involvement of the Council of Neighborhood Associations (CONA) in the process. Vince Long indicated that he would invite a CONA representative to attend the January 7, 2010 meeting.

VI. Presentations by Invited Guests/Consultant

1. Presentation by Constitutional Officers

a. Clerk of Court Bob Inzer

Mr. Inzer presented a power point presentation that provided a detailed overview of his offices responsibility, structure and function. He noted that his office is governed by the Florida Constitution and Statutes. Duties of the Clerk's Office include:

- Clerk to Board of County Commissioners;
- Accountant for the Board;
- Auditor;
- County Recorder, and
- Clerk of Circuit and County Courts

There was dialogue between Mr. Inzer and the Committee regarding these responsibilities. There was further discussion regarding the role of the Clerk's Office in its auditing responsibilities.

Mr. Inzer shared that an Audit Committee has been established and is functioning well. However, he stated that there was concern that the current Charter language which

provides the Clerk with its audit authority references State Statute and noted that there was a potential impact from a Collier County lawsuit and its effect on State Statute language. He mentioned that it would be helpful for the Charter to clarify his role is in the audit function. Mr. Thiele concurred that the current Statute is ambiguous and has resulted in the filing of lawsuits, specifically in Collier County where their Board has challenged the authority of its Clerk's Office and its auditing authority. There was considerable discussion and support from the Committee to alleviate any conflicting language in the County's Charter.

Mr. Bateman suggested that the County Attorney and Clerks office collaborate on proposed language that could be incorporated into the Charter which would codify the current process used in the County and remove any conflicting language. Mr. Thiele stated that he would prepare this language for the Committee's review.

Ms. Harper and Mr. Abberger asked Mr. Inzer's opinion on what potential Charter issues could be problematic or have repercussions in the community. Mr. Inzer responded that he was unaware of any issues that would be applicable here as the Charter is working well and that the County has a fiscally sound government that is well prepared and structured.

Chairman Holley asked Mr. Inzer's opinion on partisan/non partisan elections as this was an issue that the Committee would address and commented that would ask this question of each Constitutional Officer. Mr. Inzer commented that he was comfortable with the current process.

Chairman Holley voiced his desire to streamline County government to make more efficient in areas such as integrated computer systems, human resources, and risk management and discussed with Mr. Inzer ways that his office could work with the County in this regard, while continuing to maintain some control and independence.

Chairman Holley confirmed with Mr. Inzer that there was not a budget appeal process on funds received from the Commission.

Mr. Ausman inquired if there were "best practices" that should be included in the Charter. Mr. Inzer stated that Clerks statewide are actively engaged in best practices activities and have created a "Best Practices Committee" that is moving toward standardization of activities and processes and finding the most efficient way to deliver services.

Prior to the Tax Collector's presentation, Ms. Harper suggested that the Committee determine if it will include or exclude the Superintendent and School Board in its deliberations on the County Charter.

b. Tax Collector Doris Maloy

Ms. Maloy utilized a power point presentation to share information regarding her office. Highlights of her presentation included:

- Enters into contracts with other state agencies, i.e., Dept. of Highway Safety & Motor Vehicles and the Fish and Wildlife Conservation Commission;
- Mission Statement: Educate, Collect and Distribute;
- Is considered a fee based office which generates revenue; therefore receives no appropriation;
- 2009/10 Budget is \$6.3 million, which is 2% less than the 2008/09 budget;
- \$7.2 million generated from fees last year;
- All fees and commissions are set in statute;
- Major functions of her office include: operations, tax administration, financial services, general administration and information systems;
- Described interaction with County and other Constitutionals;

Ms. Maloy opined that the current Charter is working effectively.

Mr. Bateman asked if it was within the Charter's purview to direct how the Tax Collector administers non-mandated vs mandated services. Mr. Spitzer responded that there was some discretion on non-mandated services; however mandated functions would still have to be conducted. Ms. Maloy pointed out that it has been her offices position to provide these services as staff are available and the public is expectant to be able to receive these services at her locations.

Mr. Ausman inquired if there were "best practices" that should be included in the Charter. Ms. Maloy indicated that she spends a lot of time keeping up with other Tax Collector practices around the state and is on target with all best practice activities.

Chairman Holley asked Ms. Maloy's opinion on partisan vs. non-partisan elections and established that Ms. Maloy favored that the elections process continue in its current form.

VII. Remarks of Interested Citizens

None

VIII. Unfinished Business

1. Analysis of the Citizen Charter Review Committee's Legal Scope of Board and County Commissioners Charter Issues5:30 at the commission chambers.

Chairman Holley led discussion on the formation of the Committee's Issues Agenda for the December 17, 2009 and January 7, 2010 meetings. The following agenda was agreed upon.

- Full Consolidation/Functional Consolidation: placed on January 7th Issue Agenda
- Countywide Stormwater Standards/Environmental Ordinances: placed on January 7th Issue Agenda
- Tourist Development Council Structure: placed on its **Decision Agenda**
- Non-partisan elections: placed on its December 17th Issue Agenda
- Lower Charter Petition Threshold: placed on its December 17th Issue Agenda
- Protection of Water Supply: did not agenda
- Annexation Policy: placed on January 7th Issue Agenda
- Charter Officers/Constitutional Officers: placed on January 7th Issue Agenda
- Commission Structure/District Schemes: placed on its December 17th Issue Agenda
- Chairman of the Board of County Commissioners: placed on its December 17th Issue Agenda
- Campaign Finance Reform: No action taken, however the Committee identified for possible future issue agenda
- Intellectual Property: did not agenda
- Petroleum Commission: did not agenda
- One House Per Ten Acres: did not agenda
- Affordable Housing: No action taken, however the Committee identified for possible future issue agenda
- Southside Projects and sewer infrastructure: No action taken, however the Committee identified for possible future issue agenda
- Citizen Utility Review Advisory Board: No action taken, however the Committee identified for possible future issue agenda

Chairman Holley requested that a revised schedule be distributed. Mr. Lamy indicated that this would be done.

IX. New Business

1. Charter Issues

- a. Tourist Development Council Structure
Jon Ausman moved, duly seconded by Sue Dick, to codify the current Tourist Development Council structure, which places the TDC Program under the County Administrator. The motion carried unanimously.
- b. Non-Partisan Elections was rescheduled to December 17, 2009.
- c. Annexation Policy rescheduled for January 7, 2010.

2. Staff/Consultant Discussion (Pertinent Updates)

Mr. Lamy suggested that the December 17, 2009 meeting be extended to 2:00 p.m. This was accepted by the Committee. Chairman Holley recommended that future Constitutional Officer presentations be limited to a total of 30 minutes (15 minutes presentation and 15 minute question and discussion)

3. Member discussion (Direction to Staff/Consultant)

None

X. Adjournment with Day Fixed for Next Meeting

The next meeting of the CRC will be held on December 17, 2009 from 11:30 – 2:00 in the Commission Chambers.

Mr. Ausman moved, duly seconded by Dave Jacobson, to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 1:55 p.m.

Christopher Holley, Chair

Bob Inzer, Clerk of Court

V.

REPORTS OF CHAIRPERSON

VI.

PRESENTATIONS BY INVITED GUESTS/CONSULTANT

- a. Property Appraiser Bert Hartsfield**
- b. Sheriff Larry Campbell**
- c. Supervisor of Elections Ion Sancho**

a. Property Appraiser's Presentation

OFFICE OF LEON COUNTY PROPERTY APPRAISER

Presentation to the Charter Review Committee
12/17/2009

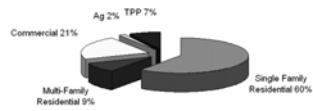
www.leonpa.org



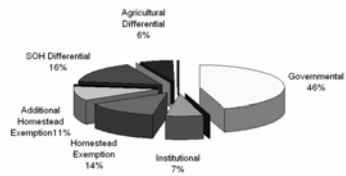
Just Value and Taxable Value 2009

- \$25,869,209,877 100% Just Value
- \$11,240,345,951 43% Exempt Value
- \$14,628,863,926 57% Taxable Value

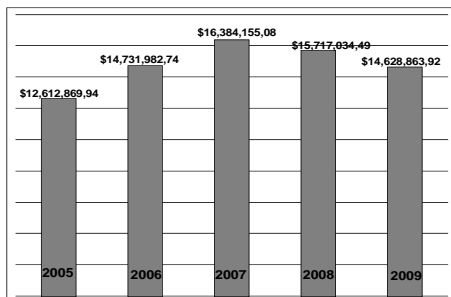
Breakdown of Taxable Value by Category



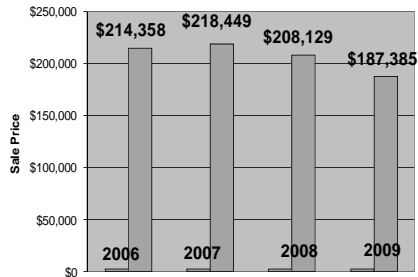
Breakdown of Exempt Value



Taxable Value by Year

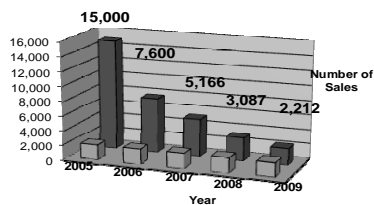


Average Sale Price of the Average Home 2009



Qualified Sales By Year

Number of Qualified Sales by Year



Office of Property Appraiser State Oversight of a Local Office

- State Oversight
 - **ROLL APPROVAL:** Department of Revenue, Property Tax Administration—Assessment Roll is submitted July 1 and must be approved by the DOR prior to processing of annual tax roll.
 - **AUDITING:** DOR performs a detailed audit of this office annually which includes a semi-annual in-depth audit of all appraisals, as well as a performance audit of the entire office.
 - **BUDGET APPROVAL:** The budget of this office is submitted to the DOR each year, with a copy to the Board of County Commissioners.
 - Both the property appraiser and the board may submit further information to the DOR.
 - Appeals by the board and property appraiser are heard by the Governor and Cabinet.

Office of Property Appraiser

- Article VIII, Sec. 1(d), Florida Constitution
 - Establishes the elected office of property appraiser.
- Florida Statutes Chapters 192, 193, 194, 195, 196, 197, and 200.
 - Governance of the office of the property appraiser.

Duties and Responsibilities

- Most functions of this office are required by Florida Statutes. They include:
 - Locate, identify, and appraise all property in Leon County at current market value.
 - Administer all exemptions and classifications.
 - Provide an assessment roll and taxable value for all taxing authorities in the jurisdiction.
 - Provide an extensive file three times yearly to the Florida Department of Revenue for roll approval and audits.

Staffing

- In order to comply with the statutes, this office employs a staff of 51. This number is a reduction from 58 due to budgetary restraints over the past 3 years.
- The budget for this office is \$4.4 million, with personnel services comprising 84% of the budget.
- Operating budget is 15% and Capital Outlay 1%.

Efficiencies and Initiatives

- This office has utilized technology to provide excellent customer service with a reduction in staff and budget.
 - Internet database access and tax calculator for closings.
 - Online application process for homestead exemption.
 - Saturday and after hours exemption filing at four geographic corners of the county. This is provided using donated space at no additional cost to the taxpayers.
 - Future initiatives for use of technology in statutory requirements for re-inspections.

Distribution of Resources

- **54%** of office resources are dedicated to the Appraisal sections, including real property and tangible personal property.
- **35%** of office resources are dedicated to the Exemption, Customer Service, and GIS sections, including ownership, name-address-legal description, homestead cap, and non homestead-10 Cap administration.
- **8%** of office resources are dedicated to the Information Technology section.
- **3%** of office resources are dedicated to communication and other administrative functions.

Recent Amendments to the Constitution

Constitutional Amendments have required reallocation of staff as well as changes to business processes and software programs. Some of the changes are as follows:

- \$25,000 Tangible Personal Property Exemption. This applies to all taxing authorities.
- Additional Homestead Exemption, up to \$25,000 (above \$50,000 in assessed value). This applies to Non-School Taxing Authorities only.
- 10% Cap on assessment increases on Non-Homestead properties. This applies to Non-School taxing authorities only.

Recent Amendments to the Constitution (Cont.)

- Portability of Save Our Homes savings.
- Perpetual Conservation Easement exemption and assessment classification.
- Disabled Veterans Homestead discount for those over age 65.
- Value Adjustment Board revised statutes, rules, and timelines.

Relationships & Efficiencies

- Our office partners with the City of Tallahassee and the Board of County Commission in the Tallahassee-Leon County GIS Interlocal Agreement.
- This office utilizes a direct link to the Clerk's database for instant access to official records necessary for the maintenance of property ownership as well as Value Adjustment Board records.
- A direct link to the Tax Collector's database is used to ensure divisions and subdivisions of parcels are legally created.
- Leon County MIS and GIS host and administer our public website and database.
- Leon County MIS provides our GIS cadastral database layer, software licensing, and all administration.

Relationships and Efficiencies (Cont.)

- Leon County MIS provides and maintains the network infrastructure, including voice, data, email and internet services to LCPA.
- The Leon County MIS technology staff also provides consultation for proposed projects.
- Coordination with the Tax Collector's IT staff in provision of the Tax Roll.
- The Board of County Commission and the Clerk of Courts provide administration of employee benefits, health care, holidays, and general office policies.
- The Board of County Commission Fleet Management provides all services for the Property Appraiser Vehicles.
- The Board of County Commission Facilities Management provides all services for our facilities.

Separation of Property Appraiser and Board of County Commission

- Separation was originally established in the Florida Constitution and Florida Statutes.
- The purpose was to prevent conflicts of interest by separating the determination of assessment values from the taxing authorities.
- This was achieved by giving budget authority of property appraisers to the Florida Department of Revenue, and by paying the commissions of property appraisers.
- Excess funds are returned to the taxing authorities annually.

Audits

- External audits are conducted annually as required by Florida law.
 - Independent Auditor's Report, Special-Purpose Financial Statements, Reports on Internal Control, and Management Letter.
- The Florida Department of Revenue audits this office annually.
 - Sales Ratio Studies, In-Depth Appraisals and Office Performance Audit.
 - Detailed audits of each record including sales, appraised values, assessed values, and exemptions.
 - Strict statistical standards in valuation for each type of property.

Customer Service

- An elected constitutional officer will provide the maximum customer service for the citizens.
 - Facing re-election every four years.
 - Closeness with the citizens on a daily basis while providing services creates a positive experience for the customers.

Our Goal is to provide quality customer service.



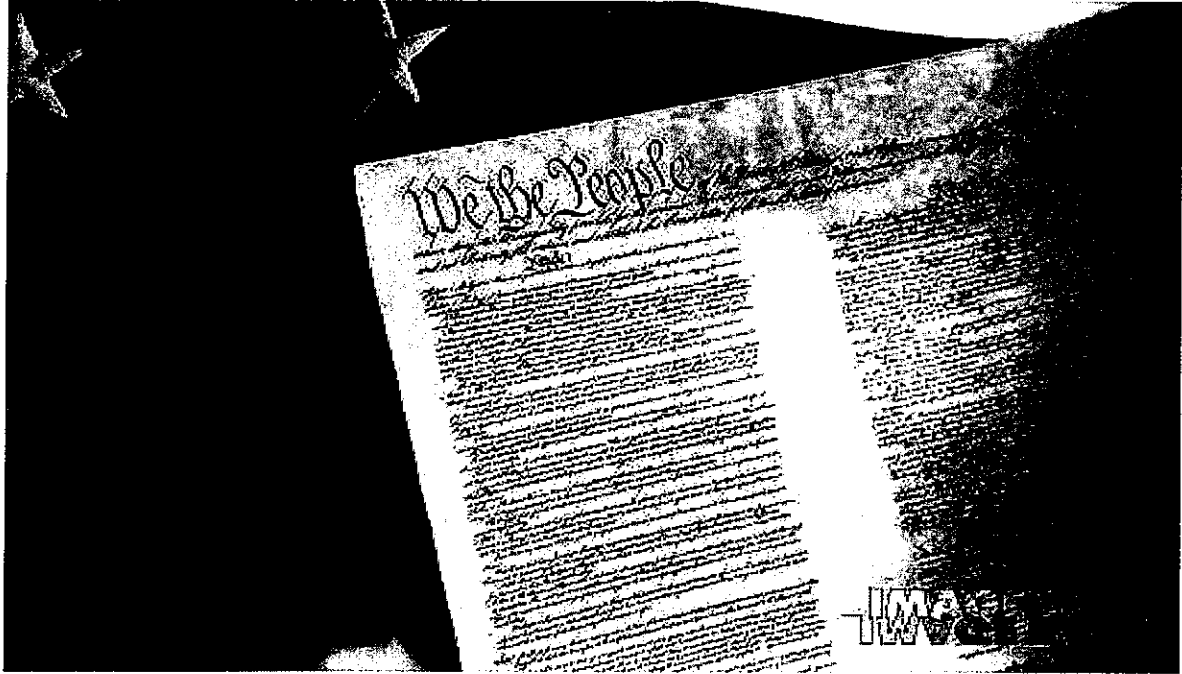
Conclusion

- The existing charter is operating effectively with regard to this office.
- The continuation of a separate elected property appraiser for Leon County will ensure excellent customer service, as well as fair, accurate, and unbiased determination of taxable values for all property owners.

b. Sheriff's Presentation

**PowerPoint Presentation will be provided at the
Charter Review Committee Meeting**

c. Supervisor of Election's Presentation



LEON COUNTY SUPERVISOR OF ELECTIONS

OFFICE OVERVIEW

Leon County Supervisor of Elections

General Overview:

The Supervisor of Elections is a constitutional officer elected every four years by the voters of Leon County, responsible for the conduct of elections within the county as well as voter registration and candidate qualifying.

Statutory Responsibilities:

Florida Constitution

Florida Statutes

Chapters 97 – 106 Elections Code

Provisions under the following:

Chapter 119 - Public Records

Chapter 129 - Budgeting

Chapter 189 - Special Districts

Chapter 190 - Community Development Districts

Chapter 582 - Soil & Water Conservation Districts

Others as may be referenced by any of the above

Federal laws

Voting Rights Act of 1963

National Voter Registration Act of 1983

Help America Vote Act of 2002

Advisory Board: Canvassing Board under Elections (521)

Normal make up: County Judge -Chairperson
County Commissioner
Supervisor of Elections

Full Time Staff – 17 inclusive of the Supervisor of Elections

6 staff members including the Supervisor have completed courses and are nationally recognized as Certified Elections/Registration Administrators (CERA). Certification is through Auburn University by The Election Center. There are an estimated 17,000 election officials nationwide and of that number, less than 900 are CERA graduates.

Services Provided:

Org 520 Voter Registration

The Supervisor of Elections office:

Qualify and register electors using state and federal forms and guidelines; Issues new or replacement voter information cards as needed.

Maintain registration records in physical and electronic form via the statewide voter registration data base. This includes new registrations, address changes, name changes, party affiliation changes, registration eligibility, i.e. felony status, age, deceased voters. Must coordinate work flow and maintenance schedules with the Division of Elections to insure that the data base is available when needed for activities by this office.

Perform annual address confirmation maintenance via verification of addresses through the national clearing house for postal change of addresses. This activity requires matching our data base to a data base provided by the U.S. Post Office, through a private vendor, of people who have filed an address change with the USPS. Notices are sent to all matches to our data base, between 8,000 and 12,000 a year. Follow up on returned mail and changes requiring activation or deactivation of voter records based upon response from voters. Large mail outs of this kind are sometimes coordinated through a private mail house.

Perform voter outreach in Leon County by providing access to voter registration material at over 125 branch sites including libraries, schools and banks. Train third party groups to perform voter registration drives and provide the proper forms to accomplish same.

Perform voter outreach at many local events to educate the public on how to register to vote or make changes to their registration as well as provide opportunities to answer questions concerning registration, voting and elections. The office regularly staffs voter education booths at Springtime Tallahassee, 4th of July at Tom Brown Park, Downtown Market and at graduation rehearsals for area high schools. Voter registration is also performed at all federal naturalization ceremonies done by the North Florida District Federal Court including the one at Tom Brown Park on the 4th of July.

Provide data on voter registrations, demographics and voter turn out to the State of Florida, individuals and groups when authorized under the laws of Florida.

Work on behalf of the Florida Ethics Commission to coordinate and track financial disclosure forms for elected and appointed officials as directed, this includes the annual mailing of forms to all individuals included on list provided by the Commission each year. Maintain forms for all individuals required to file with this office. Provide follow up on persons not filing; notifying the Commission of delinquent filings. Provide the information obtained to the general public upon request.

Maintain an office web site to disseminate as much information as possible in electronic form for public use, this includes information on how and where to register as well as links to electronic forms that can be filled out, downloaded, signed and mailed. The site also has information on absentee ballots, candidates, election dates, historical election results, polling location finder, voter demographics, maps and sample ballots for elections, as well as links to other government and election related sites.

Store records for a predetermined length of time as required by the Florida Department of State's Records Retention Schedule.

Perform all administrative activities for the office, such as human resource management, coordination of risk management with the county office, workers compensation coordination with a private vendor, payroll preparation and maintenance of documentation for all regular and temporary staff.

Perform all initial processing and approval of expenditures to be processed by the Leon County Clerk of Courts Finance Department; record and deposit all cash receipts with the Leon County Clerk of Courts Finance Department. Report as required on federal and state grant funds from the FL Division of Elections for Americans with Disability Act improvements to polling locations and equipment, voter education and poll worker recruitment and education. Coordination of grant contracts through match requirements and budget amendments, working with the Leon County Office of Management and Budget and the Leon County Clerk of Courts Finance Department.

Follow state and federal legislation that impacts voter participation; participating in public debate; providing information of impact for proposed legislation as well as implementing administrative changes as a direct result of legislation becoming law.

Services Provided:

Org 521 Elections and 522 Special Elections

The Supervisor of Elections Office:

Conduct all regularly scheduled Federal, State, County and Municipal elections as well as any special election as required by the state, county, City of Tallahassee or special district.

Qualify all candidates for County, Municipal or special district office within Leon County. Leon County has five Constitutional Officers, seven County Commissioners, five City Commissioners, five School Board members and a Superintendent of Schools, six County Judges, five Supervisors for the Ochlockonee River Soil and Water Management District and five Supervisors each for the Piney Z Community Development District, the Capital Regional Community Development District and the Fallschase Community Development District. In addition two new Community Development Districts are being established and will have five Supervisors each. For 2010, there are 38 seats up for election which affect voters in Leon County.

Candidate activities include education of individuals interested in running for public office, detailing the documents required to open a campaign account in filing as a candidate. Filing can take place at any time for any office up to the close of the official qualifying period, but must take place before a candidate can collect contributions or begin campaign activity. The Office educates the candidates on campaign finance requirements and provides them with all necessary forms, keeps permanent and public files on all candidates who file with this office as well as public courtesy files for federal, state or multi-county candidates who file with the FL Division of Elections. Since 2006, any campaign treasurer reports required to be filed in Leon County have been filed electronically, including those reports for candidates, political parties, political action committees and electioneering committees. This requirement has improved the information available to the general public as submission through the mail is eliminated. Election staff review reports for adherence to campaign finance limits and documentation, with written notification to the treasurer and candidate for any discovered errors, and if applicable, collection of fines related to late filing of reports. Reminders are sent of due dates up until candidate qualifying and after the election to insure proper closure of campaign accounts and payment of any remaining fees due to the state or county. Elected officials who maintain an office account after election must file quarterly reports which are maintained and tracked in the same manner as candidate reports.

Petitions are received for verification by local, regional and statewide candidates as well as citizen initiatives. Petition signatures and eligibility of a voter to sign a particular petition must be verified. Once initiative petitions are completed, the number of good signatures must be certified to the proper entity, i.e. the state, county, city or special district. Candidate petitions for federal, state or multi-county districts must be certified to the state while petitions for remaining local candidates are certified to provide an alternative means of qualifying without paying the monetary qualifying fee. Initiative petitions to change the Florida Constitution must be processed within 30 days of receipt by this office which requires the use of temporary staff when volume is high. For the 2008 ballot, this office processed in-excess of 40,000 petitions. As of December 11, 2009, for the 2010 ballot, this office has processed 52,646 petitions with the deadline for certification to the state being February 1, 2010.

Provide candidates, parties and committees with information on voters including name and address, registration status, demographics and voting history, maps and special precinct based information such as precinct street maps and lists. Provide voter education to citizens in the way of demonstrations of voting equipment through community activities such as Springtime Tallahassee and July 4th at Tom Brown Park. Assist local schools in the election of student government representatives to increase awareness of the democratic process. Assist local organizations with access to equipment for use in electing boards. Each year the American Legion hosts Boys State and Girls State at the Capitol and we furnish equipment to facilitate the election process for their officers.

Publish election related material and advertising as required by state statute notifying citizens, candidates, political parties and committees of dates of events relating to all elections. Print ballots and sample ballots which must be provided to each household with a registered voter.

Secure polling locations that are ADA compliant, provide sufficient parking and maximize the service for an area of voters as needed. Security concerns exist at area schools causing many polling locations to be moved in the last few years. When special elections are called polling locations sometimes must be moved due to other obligations of the regular location. We coordinate for the installation and maintenance of dedicated phone lines for each location and test the lines prior to each election.

Promote participation in the election process, whether by voter education or poll worker solicitation. Poll workers have traditionally been from a generation of citizens who experienced patriotism at its core, through the nation's battles in world wars. The Elections Office concentrates its efforts on recruiting poll workers who can meet the demands of today's technology. On average, poll workers work two fourteen hour days every two years and three fourteen hour days every four years.

Train poll workers for each election as required by state statute. For a countywide election the number of poll workers trained and utilized for each election ranges from 900 to 1500 depending on the estimated turn out. Estimated turn out is based on historical statistical data and the race(s) and issue(s) on the ballot. Leon County ranks at or near the top in voter turn out to comparable counties in Florida. State statute requires training for poll workers from 2 to 4 hours for each worker for each election depending on the position they will work. Prior to each election cycle training materials and manuals are revised to reflect changes in statute, rules and procedures that affect the election process.

Recruit and train between 20 and 60 full time temporary workers and hire and train another 15 -- 30 temporary staff agency workers during a regular election cycle. Tasks include answering phone calls from the public on election day,

data input of absentee ballot requests, preparation and mailing of absentee ballots, verification of signatures on absentee ballots and batching for canvassing board approval, verification of petitions from candidates and initiative groups, early voting staffing, canvassing board ballot processing, and GIS mapping and address verification projects.

Provide a staff person to serve as the Canvassing Board Coordinator to handle administrative functions for the Board, including minutes, activity reports and all correspondence as directed by the Chair. Provide staff for the Canvassing Board to test voting equipment prior to each election, as required by state statute. Staff is provided to coordinate and prepare the presentation and processing of absentee ballots, provisional ballots and unscanned ballots as well as take minutes of all meetings, prepare all required certificates and secure all documents as provided by state statute.

Maintain 180 optical scan units and bases, 150 touch screen units and 1,880 voting privacy booths. This includes cleaning ballot boxes and privacy booths, maintaining required signs in privacy booths, replacing ribbons, paper and reader heads on voting equipment, testing and replacing batteries, checking for structural damage and replacing or repairing as needed. Some repairs require shipping of equipment to the vendor for repair under a maintenance contract.

State law currently mandates the replacement of all touch screen units by 1/1/2012, with a units that are ADA accessible and can mark a paper ballot to be scanned by the optical scan machine. At present only one system has been certified by the State of Florida for this purpose.

Maintain signs for all polling locations making changes as needed if multi-precinct locations are changed or precincts are added.

Prepare equipment, supplies and all related material for each precinct for each election. Prepare and work with moving contractor to deliver and pick up items to polling location within four days or less of any election, which includes the testing of all dedicated phone lines at each polling location to insure lines are working properly so that election results can be transmitted quickly after precincts close. Coordinate with contractor to insure all ADA devices such as ramps, railings and mats are installed at sites that fail to meet the requirements of ADA as built, and after the election, removing and returning equipment to Elections Office storage.

Maintain geographic data base related to precincts, such as streets, new addresses, changes or division of precincts due to change or addition of a municipal annexation or Community Development District boundary. Precinct populations must be re-evaluated on at least an annual basis to determine if any change in population for the area has impacted the level of service provided at precincts. New subdivisions create new streets and an increase of voters to an area that requires the Elections Office to issue and mail a large number of voter information cards that serve to notify voters of changes in representation, precinct and/or a polling location. Following the year of the U.S. census, redistricting is undertaken either directly or indirectly by the Elections Office. Various political subdivisions proceed with the constitutional requirement to redistribute the population of that political subdivision, forming new district lines. It is imperative that the Elections Office maintain voter information in an accurate database, inclusive of census block information, and participate in the redistricting process, to ensure that communities are not divided. Precinct lines are drawn once the new district lines have been drawn that utilize major traffic patterns, ADA access, parking and room space to serve the voters in a timely and efficient manner. Once redistricting and re-precincting are complete, all voters receive voter information cards to educate them on any and all changes in their political subdivisions as well as polling place assignments.

This office utilizes the Clerk of Court Finance office for accounts payable and payroll. All personnel actions are input by the Board Humans Resource Office. Our County vehicle is fueled and serviced by Fleet Management. Purchase orders for capital items are processed through the county Purchasing Department and we utilize the County Purchase Cards for appropriate staff use. By utilizing these resources we have been able to eliminate the need for at least 4 positions in our office thus keeping our regular full time staff small. While our office has a policy and procedures manual it is limited and we look to county policy unless something is covered specifically in our manual.

The above information provides a summary of duties and activities performed by the Leon County Supervisor of Elections and staff. In every fiscal year, the Elections Office has at least one election and has had as many as 4 elections in one year. Each election, no matter the number of voters involved, requires the same amount of planning, advertising, testing, training and attention to detail to insure the efficiency and accuracy of the election process and to adhere to state and federal statutes.

Leon County Supervisor of Elections
Budget Comparison

□

Type	Year	Elections	FTE's FT/OPS	Org Code	Actual Expense	Revenue	
Actual	08-09	11-4 General	17/0	Voter Reg (520)	\$ 1,703,393.14	\$6,646.49	
	PRES		0/18	Elections (521 & 525)	\$ 950,972.83	\$44,323.83	Grant
		4 EV sites					
				Total	\$ 2,654,365.97	\$50,970.32	
		Returned	to	General Fund	\$ 311,078.38		
Actual	07-08	1-29 PPP	17/0	Voter Reg (520)	\$ 1,712,669.41	\$25,119.48	
		8-26 Primary	0/18	Elections (521 & 525)	\$ 1,795,564.99	\$31,628.00	Grant
		4 EV sites				\$13,807.00	Grant
				Total	\$ 3,508,234.40	\$70,554.48	
		Returned	to	General Fund	\$ 415,506.86		
Actual	06-07	11-7 General	17/0	Voter Reg (520)	\$ 1,574,253.47	\$4,180.37	
	GOV		0/12	Elections (521 & 525)	\$ 733,251.73	\$33,235.06	Grant
						\$6,831.04	Grant
		1 EV site		Total	\$ 2,307,505.20	\$44,246.47	
		Returned	to	General Fund	\$ 168,914.90		
Actual	05-06	9-5 Primary	16/0	Voter Reg (520)	\$ 1,639,032.83	\$35,489.16	
			0/16	Elections (521)	\$ 979,180.48	\$49,853.00	Grant
				Total	\$ 2,618,213.31	\$85,342.16	
		Returned	to	General Fund	\$ 204,032.46		
Actual	04-05	11-2 Gen	16/0	Voter Reg (520)	\$ 1,252,324.91	\$19,250.20	
	PRES		0/16	Elections (521)	\$ 573,115.13	\$45,736.00	Grant
				Total	\$ 1,825,440.04	\$64,986.20	
		Returned	to	General Fund	\$ 25,100.72		
Actual	03-04	3-9 PPP	14/0	Voter Reg (520)	\$ 1,119,564.50	\$25,379.30	
		8-31 1st P	0/16	Elections (521)	\$ 789,068.82	\$46,856.00	Grant
				Total	\$ 1,908,633.32	\$72,235.30	
		Returned	to	General Fund	\$ 5,058.50		
Actual	02-03	11-5 Gen	14/0	Voter Reg (520)	\$ 1,042,243.75	\$9,931.44	
	GOV		0/16	Elections (521)	\$ 426,226.56		
				Total	\$ 1,468,470.31	\$9,931.44	
		Returned	to	General Fund	\$ 39,267.21		

Leon County Supervisor of Elections
Budget Comparison

□

Type	Year	Elections	FTE's	Org Code	Actual	Revenue
Actual	01-02	9-3 1st	14/0	Voter Reg (520)	\$ 1,017,830.30	\$16,561.59
			0/12	Elections (521)	\$ 688,331.99	
				Total	\$ 1,706,162.29	\$16,561.59
		Returned	to	General Fund	\$ 50,379.29	
Actual	00-01	10-3 2nd P	13.5/0	Voter Reg. (520)	\$790,617.93	
	PRES	11-7 Gen	0/12	Elections (521)	\$337,457.29	\$2,230.54
				Total	\$1,128,075.22	
		Returned	to	General Fund	\$ 6,391.78	
Actual	99-00	3-14 PPP	13.5/0	Voter Reg (520)	\$ 711,835.25	
		9-5 1st	0/12	Elections (521)	\$ 360,178.89	\$5,994.28
		10-3 2nd p		Total	\$ 1,072,014.14	
		Returned	to	General Fund	\$ 63,986.86	
Actual	98-99	11-3 Gen	13/0	Voter Reg (520)	\$ 736,780.17	
	GOV		0/10	Elections (521)	\$ 228,830.89	\$1,789.95
				Total	\$ 965,611.06	
		Returned	to	General Fund	\$ 53,747.94	
Actual	97-98	9-1 1st P	13/0	Voter Reg (520)	\$ 685,926.81	
		10-1 2nd P partial	0/10	Elections (521)	\$ 228,739.65	\$3,686.56
				Total	\$ 914,666.46	
		DO NOT HAVE RETURN INFORMATION FOR THIS OR PRIOR YEARS				
Actual	96-97	11-5 Gen	13/0	Voter Reg (520)	\$ 690,547.81	
	PRES	10-1 2nd P	0/10	Elections (521)	\$ 262,714.45	\$2,428.25
				Total	\$ 953,262.26	
Actual	95-96	3-12 PPP	13	Voter Reg (520)	\$ 614,376.57	
		9/6 1st P	0/10	Elections (521)	\$ 313,573.28	\$3,926.65
		10/17 2nd P		Total	\$ 927,949.85	
Actual	94-95	2nd P	11	Voter Reg (520)	\$ 546,179.04	
	GOV	General	0/12	Elections (521)	\$ 284,715.18	
				\$ 830,894.22		
Actual	93-94	1st P	9/2	Voter Reg (520)	\$ 494,560.00	
		2nd P partial	0/10	Elections (521)	\$ 178,657.00	
				\$ 673,217.00		
Actual	92/93	2nd P	9/2	Voter Reg (520)	\$ 455,603.00	
	PRES	General	0/10	Elections (521)	\$ 209,592.00	
				\$ 665,195.00		

Leon County Supervisor of Elections
Budget Comparison

□

Type	Year	Elections	FTE's	Org Code	Actual	Revenue	
Actual	91/92	PPP	9/2	Voter Reg (520)	\$ 476,954.00		
		1st P	0/10	Elections (521)	\$ 341,202.00		
		2nd P partial			\$ 818,156.00		
Actual	90/91	2nd P	9/2	Voter Reg (520)	\$ 372,706.00		
	GOV	General	0/12	Elections (521)	\$ 112,389.00		
					\$ 485,095.00		
Actual	89/90	1st P	9/2	Voter Reg (520)	\$ 353,065.00		
		2nd P partial	0/10	Elections (521)	\$ 97,647.00		
					\$ 450,712.00		
Actual	88/89	2nd P	9/1.5	Voter Reg (520)	\$ 318,404.00		
	PRES	General	0/10	Elections (521)	\$ 202,512.00		
					\$ 520,916.00		

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LEON COUNTY
TURN OUT
REGULAR ELECTIONS

Year	Eligible Voters	# Voted	Turnout %	Election
1992	92,785	37,872	40.82%	PPP
1992	101,345	49,860	49.20%	1st Primary
1992	68,586	26,318	38	2nd Primary DEM
1992	116,271	97,726	84.05%	GENERAL
1994	109,162	36,736	33.65%	1st Primary
1994	109,162	23,702	21.71%	2nd Primary
1994	111,134	83,113	74.79%	GENERAL
1996	33,859	9,268	27.37%	PPP REP
1996	133,664	49,874	37.31%	1st Primary
1996	136,175	42,240	31.02%	2nd Primary
1996	141,100	92,413	65.49%	GENERAL
1998	129,163	30,664	23.74%	1st Primary
1998	0	0	0.00%	2nd Primary
1998	130,764	73,272	56.03%	GENERAL
2000	118,180	24,219	20.49%	PPP
2000	137,639	48,438	35.19%	1st Primary
2000	123,726	38,746	31.32%	2nd Primary
2000	146,417	103,418	70.63%	General
2002	81,083	31,192	38.47%	Primary
2002	146,151	94,602	64.73%	General
2004	119,136	24,725	20.75%	PPP DEM
2004	155,352	55,855	35.95%	Primary
2004	171,182	136,638	79.82%	General
2006	146,067	54,322	37.19%	Primary
2006	143,495	90,980	63.40%	General
2008	150,747	74,845	49.65%	PPP w/Tax Referen
2008	152,875	47,746	31.23%	Primary
2008	174,544	149,319	85.5%	General

Leon County
Ballots Costs since
2000

Year	Eligible Voters	# Voted	Turnout %	Printer	Number of Cards / styles	Election	# ballots ordered	cost	Per Ballot Cost	SIZE	# Sides
2000	118,180	24,219	20.49%	Gandy	2 / 2	PPP	79,600	\$6,557.00	\$0.0824	Local	1
2000	137,639	48,438	35.19%	Gandy	34 / 34	1st Primary	128,710	\$22,390.00	\$0.1740	Local	1
2000	123,726	38,746	31.32%	Gandy	20 / 20	2nd Primary	79,600	\$11,671.00	\$0.1466	Local	1
2000	146,417	103,418	70.63%	Gandy	14 / 14	General	181,075	\$19,964.00	\$0.1103	Local	1
				Total / Avg cost 2000		TOTAL/AVERAGE	468,985	\$60,582.00	\$0.1292		
2002	81,083	31,192	38.47%	Gandy	20 / 20	Primary	92,825	\$12,144.00	\$0.1308	Local	1
2002	146,151	94,602	64.73%	Fidlar Doubleday	16 / 16	General	191,277	\$42,266.38	\$0.2210	Illinois	2
				Total/Avg cost 2002		TOTAL/AVERAGE	284,102	\$54,410.38	\$0.1915		
2004	119,136	24,725	20.75%	Gandy & Fidlar-AB	3 / 3	PPP	80,295	\$9,283.16	\$0.1156	Both	1
2004	155,352	55,855	35.95%	Gandy	61 / 61	Primary	117,425	\$23,017.00	\$0.1960	Local	1
2004	171,182	136,638	79.82%	Fidlar & Gandy-AB	11 / 11	General	263,075	\$66,785.66	\$0.2539	Both	2
				Total/Avg cost 2004		TOTAL/AVERAGE	460,795	\$99,085.82	\$0.2150		
START OF PRECINCT SPECIFIC BALLOTS											
2006	146,067	54,322	37.19%	Fidlar Doubleday	31 / 523	Primary	120,987	\$41,553.98	\$0.3435	Illinois	1
2006	143,495	90,980	63.40%	Fidlar Doubleday	12 / 175	General	297,600	\$86,355.24	\$0.2902	Illinois	2
				Total/Avg cost 2006		TOTAL/AVERAGE	418,587	\$127,909.22	\$0.3056		
2008	150,747	74,845	49.65%	Fidlar Elections	4 / 166	PPP w/Tax Referen	177,675	\$54,603.19	\$0.3073	Iowa	1
2008	152,875	47,746	31.23%	Fidlar Elections	45 / 496	Primary	274,379	\$91,233.98	\$0.3325	Iowa	2
2008	174,544	149,319	85.5%	Fidlar Elections	19 / 166	General	378,017	\$144,621.53	\$0.3826	Iowa	2
				Total/Avg cost 2008		TOTAL/AVERAGE	830,071	\$290,459	\$0.3499		

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VII.

REMARKS OF INTERESTED CITIZENS

VIII.

UNFINISHED BUSINESS

IX.

NEW BUSINESS

IX. (1): Charter Issues

- a. Petition Threshold**
- b. Non-Partisan Elections**
- c. Board of County Commission Chairman Position**
- d. County Commission Districting Scheme**



MEMORANDUM

TO: Leon County Charter Review Committee
FROM: Kurt Spitzer
DATE: December 14, 2009
RE: Information for Meeting of December 17, 2009

This is to provide you with backup information for your meeting of December 17, 2009. You have previously been provided with information on non-partisan elections. That topic has been carried forward from the meeting of December 10th to your meeting of December 17, 2009. Additionally, the following subjects have been scheduled for December 17th:

1. Petition policy
2. The structure of the Board of County Commissioners
3. The selection practice and term of the Chair of the Board of County Commissioners

1. Petition Policy

Amendments to a county charter may be placed in front of the voters for their consideration by one of four ways:

1. Action of the County Commission;
2. Special Act of the legislative delegation;
3. Proposal of a charter review commission or a charter advisory committee; or
4. Petition of the electorate.

All county charters contain provisions by which the voters may propose amendments to the charter by petition. Variations exist from charter to charter concerning the number of signatures required to place the amendment on the ballot; whether the percentage of signatures is also required to be dispersed throughout the county (e.g. a certain percentage in a minimal number of commission districts); the length of time within which the signatures must be obtained; whether such amendments may embrace more than one

subject; and, what subjects are prohibited from being consideration via the petition process.

Most (not all) charters also contain provisions by which ordinances may be proposed via a petition process. Generally, such procedures provide that after obtaining a verified number of signatures, a proposed ordinance is presented to the County Commission for their consideration. If the Commission fails to adopt the ordinance, it is required to call a referendum on the question of the adoption of the proposed ordinance. If passed by the electorate, the Commission is typically barred from amending the ordinance except pursuant to a majority-plus-one-vote or until after the next general election. In practice, proposing an ordinance by petition has been used very, very rarely in Florida.

Policies on the adoption of amendments or ordinances by petition typically contain limitations on the subject matter that such petitions may address. Frequent limitations include budget and debt; the levy and collection of taxes; zoning and planning; or, matters inconsistent with general law. Limitations on the subject matter of ordinances proposed by petition may also include matters inconsistent with the charter.

The threshold (percentage) required for signatures of the electorate for placement of a charter amendment on the ballot is typically higher than that for consideration of an ordinance, reflecting the superior standing of a charter amendment. An ordinance adopted by a petition process may subsequently be amended or repealed by the County Commission but an amendment to the charter may only be amended or repealed by the electorate.

A charter is attached showing the policies in other county charters. With the exception of Wakulla, the number of signatures required in the Leon charter is among the highest in the state.

Your options are to do nothing, leaving the policy unchanged; increase or decrease the number of signatures required for proposed ordinances and/or charter amendments; or, revise some other aspect of the petition process.

2. BCC Structure

The issue raised for the consideration of the charter review advisory committee is whether to revise Leon County's districting system to one where there are three Commissioners elected countywide and four from single-member districts.

For years, the “default” structure of the Board of County Commissioners as required by the Florida Constitution was five Commissioners residing in separate residence districts but elected by all of the voters on a countywide (at-large) basis. Numerous lawsuits centering on whether this system had a discriminatory effect or intent resulted in the Legislature passing a proposed constitutional amendment allowing the voters of a county to approve one of two alternative systems: Five single-member districts or seven commissioners with two elected at-large and five from single-member districts. The Florida electorate adopted the amendment to the Constitution in the mid-1980’s.

About half of the non-charter counties have retained the at-large system, as have many charter counties.

However, the electorate in most charter counties have the ability to adopt a wide variety of districting schemes for electing County Commissioners and are not bound by the statutory options of electing commissions based on a system of five at-large, five single-member or five single-member, plus two at-large. The attached table shows illustrates the districting practice in other charter counties.

Those who favor a system of single-member districts generally argue that Commissioners elected from individual districts are much more responsive to and reflective of the residents from within that district. At-large districting schemes may make it difficult for a member of a minority community to be elected.

Those who argue against single-member districts believe that such systems can lead to “ward” politics or that it is often more difficult for persons elected from a single district to be able to balance a wide variety of competing, countywide interests and view the “big picture” for the jurisdiction as a whole.

Several county charters contain provisions attempting to balance the objectives of the differing systems. Some pair a system of single-member districts with a strong elected executive or mayor. Others combine a system of single-member and at-large districts.

Hillsborough and Pinellas counties utilize a system where there are three commissioners elected at-large and four from single-member districts. Each elector has the ability to vote for a majority of the county commission – three Commissioners elected countywide plus his or her own district representative. The Pinellas system requires residence areas for those commissioners elected at-large; Hillsborough does not.

The five/two system in Leon County pre-dates the adoption of the charter but was not adopted by vote of the electorate. It is the result of a lawsuit brought by the NAACP. Altering the current system will require review by the federal court at some point in time.

3. BCC Chair Selection and Term

The issue raised for the consideration of the charter review advisory committee is whether to extend the term of the Chair who is selected by the other Commissioners or alternatively whether to provide that the Chair is directly-selected by the voters of the county for a period of four years.

As in most Florida counties, the Chair in Leon County is annually selected by his or her peers for a term of one-year. Typically, the vice-chair ascends to the position of Chair.

The duties of the Chair are largely ceremonial. He/she has no extraordinary powers and cannot order actions of the County Administrator or enter into agreements with other jurisdictions without authorizing action of the Board.

There are no other county charters that provide for an extended term of office (e.g. two years) where the Chair is selected by his or her colleagues on the Board. While such a policy could be adopted by charter amendment (or practice of the Commission) the question of whether the Commission may reverse its decision and how, especially if the term of the Chair extends over an election cycle, will need to be addressed.

Three counties (Duval, Orange and Miami-Dade) have adopted a system where the managerial head of the administrative branch is directly elected by the voters. Similar plans have been discussed in Hillsborough and Broward counties.

However, the other subject raised for the Review Committee is the question of direct election of the Chair while not altering his/her powers or duties. This system would retain the County Administrator form of government but allow a "leadership" position to be chosen by the voters for a term of four years. It would provide for more consistency in terms of the ceremonial leader of the county and in the relationship between the Administrator and the Chair.

The Volusia charter was recently amended to provide for this system. There are no other county charters that provide for a similar system, although numerous municipal charters do. The elected Chair could be "paired" with a revision to the districting scheme as discussed above.

enclosure

Charter Practices

<i>County</i>	<i>Population</i>	<i>Year Adopted</i>	<i>Districting Scheme</i>	<i>Administrative Structure</i>	<i>Ordinance by Petition</i>	<i>Ordinance Exclusions</i>	<i>CRC</i>	<i>Amendments by BCC</i>	<i>Charter Amendments</i>
Alachua	228,607	1987	5 at-large	administrator	7% qual. to vote in last election; 6 months	budget, existing debt; comprehensive plan; zoning, rezoning of land	"commission"; every ten years; 11 to 15 members; BCC and Legislative Delegation prohibited	majority plus one vote of BCC; single subject	10% qual. last gen. election; single subject
Brevard	494,102	1994	5 single Member	administrator	5% (3 of 5 districts) qual. to vote; 9 months	existing budget, debt or CIP; staff salaries; collection of taxes; rezoning of less than 5% of total county land area	"commission"; every six years; similar appointments as Charter Commissions	proposed by 4/5 vote	5% in each district; single subj; same exclusions
Broward	1,669,153	1975	9 single Member	administrator	7% of electors during last election	annual budget; CIP; taxes; salaries of staff & officials	"commission"; every six years; BCC, Charter & Const Officers, Co. Admin. Excluded	proposed by 5 commissioners	(same as for ordinances)
Charlotte	148,521	1986	5 at-large	administrator	10% qual. to vote in last election; 6 months	budget; debt; zoning/rezoning individual parcel of land	"commission"; 11 to 15 members; elected officers excluded from membership; alternates also appointed	majority vote; single subject	10% qual. last gen. election; single subject

<i>County</i>	<i>Population</i>	<i>Year Adopted</i>	<i>Districting Scheme</i>	<i>Administrative Structure</i>	<i>Ordinance by Petition</i>	<i>Ordinance Exclusions</i>	<i>CRC</i>	<i>Amendments by BCC</i>	<i>Charter Amendments</i>
Clay	149,901	1991	5 single member	administrator	10% of voters in last election; 6 months	admin/judicial functions; debt, budget, CIP; salaries of officers/employees; levy collection of taxes; rezoning of individual parcels of land	"commission"; 15 members; every four years; no legislators or BCC members	majority vote; single subject	10% qual. last gen. election; single subject
Columbia	58,372	2002	5 single Member	administrator	7% qual. to vote in last election	admin/judicial functions; budget, debt, CIP; taxes; salaries; matters inconsistent with charter, general law, and constitution	"commission", every 10 years, members appointed by BCC	by majority plus one of entire Board	10%; single subj; same exclusions
Duval	809,394	1968	mixed (14/5)	executive			silent, no citizens review process		
Hillsborough	1,055,617	1983	mixed (4/3)	administrator	silent	NA	"commission"; every 5 years; 14 members appointed by BCC; no elected officials	by vote of at least 5 commissioners	8% total and in half of BCC districts; single subj

<i>County</i>	<i>Population</i>	<i>Year Adopted</i>	<i>Districting Scheme</i>	<i>Administrative Structure</i>	<i>Ordinance by Petition</i>	<i>Ordinance Exclusions</i>	<i>CRC</i>	<i>Amendments by BCC</i>	<i>Charter Amendments</i>
Lee	475,073	1996	5 at-large	administrator	5% qual. to vote in last election; 6 months	excludes budget, debt, CIP; salaries of officers & employees; levy/collection of taxes; rezoning individual parcel of land	"hybrid"; every four years; elected officials excluded from membership, 15 members	majority vote; single subject	7% qual. last gen. election; single subject
Leon	248,039	2002	mixed (5/2)	administrator	10% qual. in each district	budget, debt, CIP; salaries; taxes; zoning	"committee"; every 8 years	by majority plus one of entire Board; single subject	10%; same exclusions
Miami-Dade	2,312,478	1957	13 single	executive	4% of current electors; 2 months	reduction of revenues or increases in expenditures not effective until next FY; may be amended/repealed by BCC after one year	BCC required to review charter; no citizens review process	may be placed on ballot at any time	10%; even years only; held during gen. elect.
Orange	955,865	1986	6 single	chairman	7% qual. to vote in each district; 6 months	admin/judicial functions; budget, debt, CIP; salaries of officers & employees; levy and collection of taxes	"commission"; every four years; between 11 and 15 members; 18 months; no elected officials can serve	by majority vote of entire Board	10% in majority of districts; 6 months

<i>County</i>	<i>Population</i>	<i>Year Adopted</i>	<i>Districting Scheme</i>	<i>Administrative Structure</i>	<i>Ordinance by Petition</i>	<i>Ordinance Exclusions</i>	<i>CRC</i>	<i>Amendments by BCC</i>	<i>Charter Amendments</i>
Osceola	193,355	1992	5 at-large	administrator	7% qual. to vote in last election; 6 months	budget, debt; comprehensive plan; zoning, development regulations, title or other interest in real property	"committee"; every four years; 11 members; BCC, Const. Officers, Co. Admin prohibited	by majority plus one of entire Board	10% qual. last gen. election; single subject
Palm Beach	1,183,197	1985	7 single	administrator	7% qual. to vote in last election	budget	silent; no citizens review process	by affirmative vote of at least four commissioners	7%; considered only in presidential election years
Pinellas	933,994	1980	mixed (4/3)	administrator	silent	NA	"commission"; every 6 years; 13 members (4 elected officials); single or multiple subjects	majority plus one of BCC	10 % with no more than 30% in a single district
Polk	502,385	1998	5 at-large	administrator	6% from each district	budget, debt, CIP, salaries of officers & employees, assessment or collection of taxes, rezoning of land; single subject	"commission"; every 8 years; 13 members (11 from BCC 2 from C/O's); no elected officials	four members; no single subject restriction	7% from each district; similar exclusions as ord's

<i>County</i>	<i>Population</i>	<i>Year Adopted</i>	<i>Districting Scheme</i>	<i>Administrative Structure</i>	<i>Ordinance by Petition</i>	<i>Ordinance Exclusions</i>	<i>CRC</i>	<i>Amendments by BCC</i>	<i>Charter Amendments</i>
Sarasota	339,684	1971	5 at-large	administrator	silent	NA	"commission"; directly elected, on-going Charter Review Board	by ordinance	5% of registered voters
Seminole	387,626	1989	5 at-large	administrator	5% (3 of 5 districts) qual. to vote; 6 months	admin/judicial functions; debt, budget, CIP; salaries of officers & employees; levy/collection of taxes, rezoning of individual parcels of land	"commission"; every six years; 15 members; elected officials, city and county staff prohibited	majority; single subject	7.5% in 3 of 5 districts; single subject
Volusia	459,737	1971	mixed (5/2)	manager - weak chair	silent	NA	"commission"; every ten years; appointed in same manner as charter commissions	2/3 vote of full council	5% from each district
Wakulla	25,250	2008	5 at-large	adminstrator	30%, including 30% in each BCC district	admin/judicial functions; budget, debt, taxes, CIP; salaries; powers/duties of consitutional officers; zoning; matters inconsistent with charter, general law, etc.	"commission"; every eight years; elected officials and staff prohibited from serving	majority plus one of entire BCC	30%, including 30% in each district

IX. (2): Staff/Consultant Discussion

IX. (3): Member Discussion

X.

**ADJOURNMENT WITH DAY FIXED FOR
NEXT MEETING**